



**University of Kentucky**  
College of Agriculture,  
Food and Environment  
*Cooperative Extension Service*

# **Microsoft Teams**

## **Part 2: Chatting**

**Any questions or training request:  
[chad.jennings@uky.edu](mailto:chad.jennings@uky.edu)**

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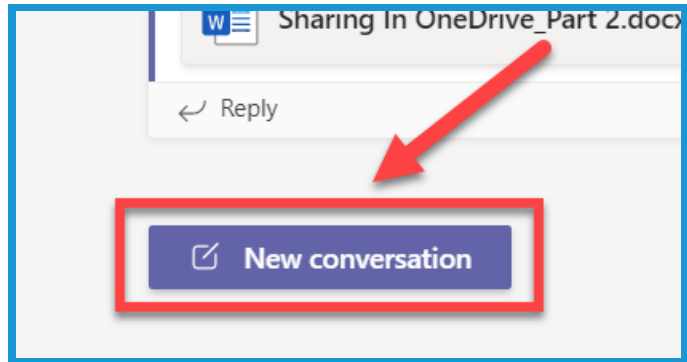
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## Section 2: Private Chat

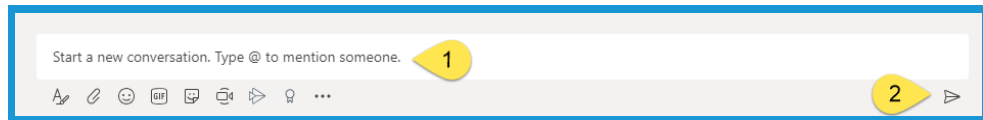
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## Section 1A: Chatting (Starting a Conversation and Replying In Teams)

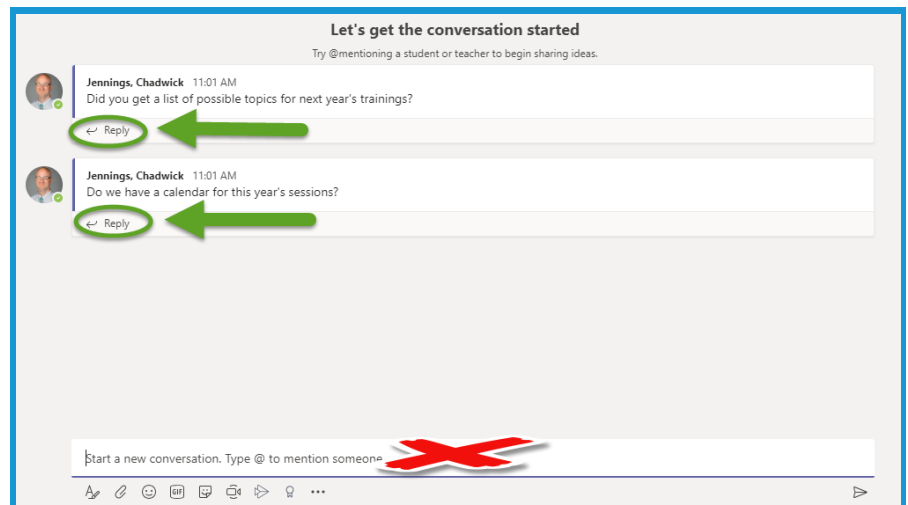
1. Select the **New conversation** button at the bottom of the Channel.



2. Click in the **conversation field** at the bottom of the screen. To send your message hit **Enter** on your keyboard, **or** click on the **Arrow** to the **far right**.

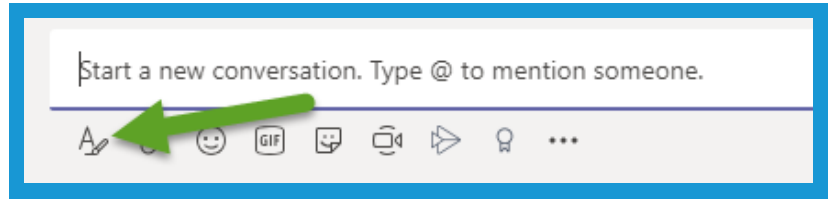


3. Click the **Reply** button when **responding** to a **conversation**. **Do not respond** in the conversation field at the bottom of the screen.

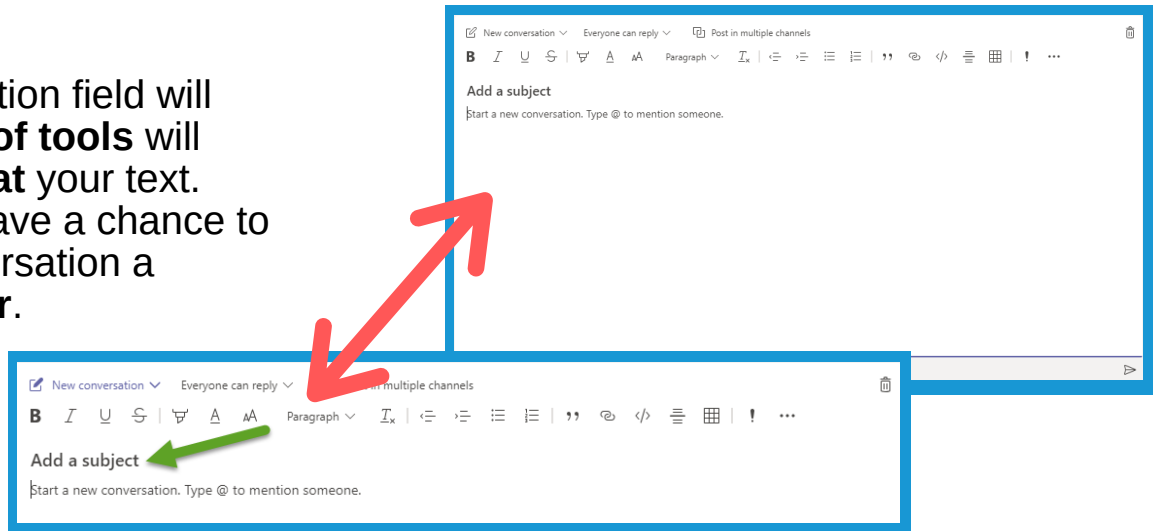


## Section 1B: Chatting (Formatting the Conversation Field)

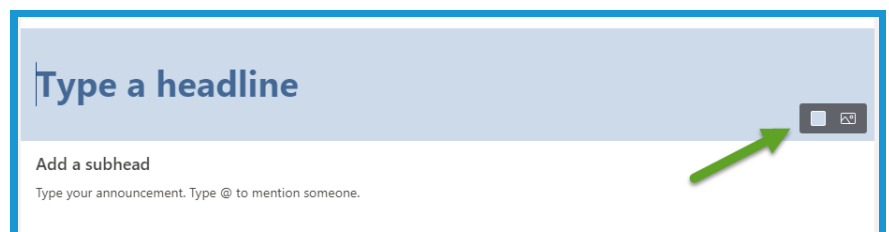
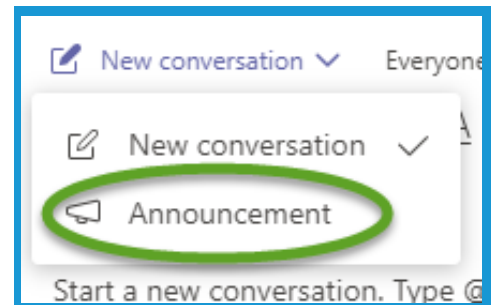
1. Click the **formatting** button located **below** the conversation field.



2. The conversation field will **expand**. A **list of tools** will display to **format** your text. You will also have a chance to give your conversation a **Subject Header**.

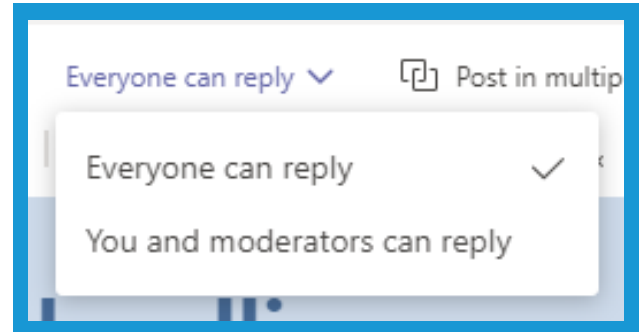


3. Click on **New conversation** to turn your post into an **Announcement**. You can then change your **header color** and **upload a picture**.

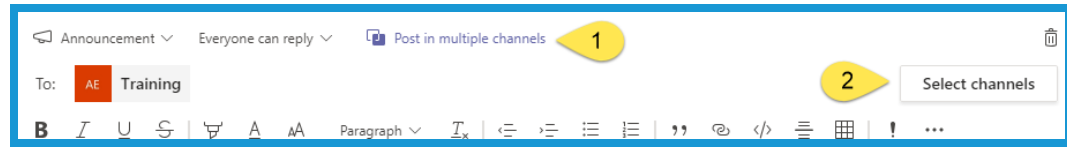


## Section 1B: Chatting (Formatting the Conversation Field)

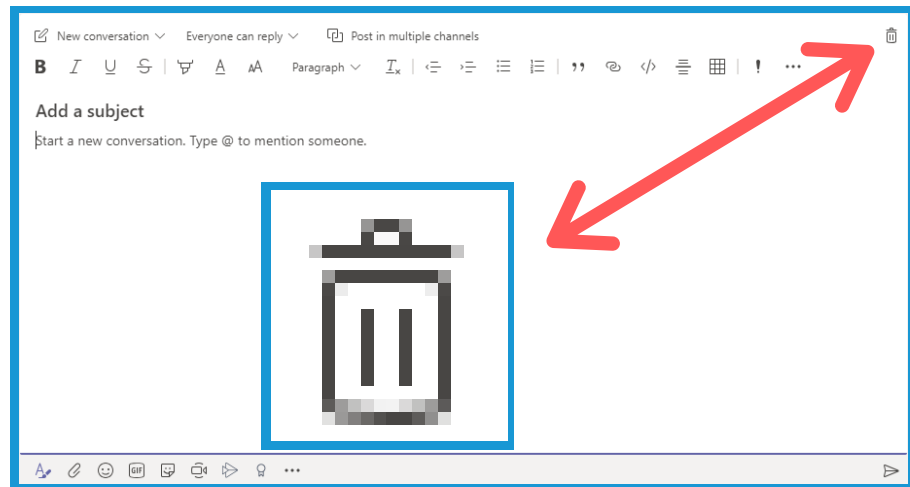
4. Click on **Everyone can** reply to **limit** who can **respond** to your entry.



5. Click **Post in multiple channels** to send your message to **other channels** in your account.

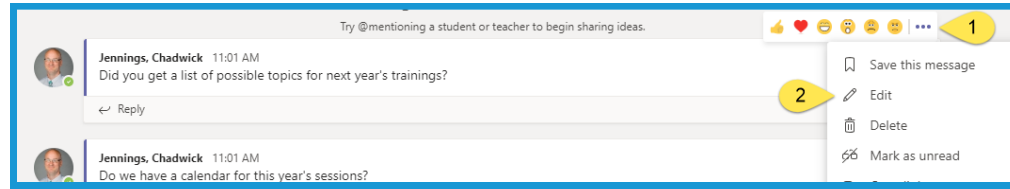


6. Click the **trash icon** if you want to **delete** your conversation before sending.

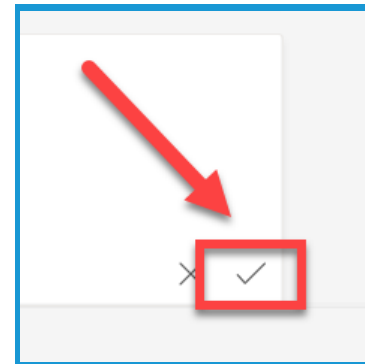


## Section 1C: Chatting (Edit a Post)

1. Place your mouse over a **conversation thread**. Click the **three dots** to the **right** of the **emojis** that appear, and select **Edit**.

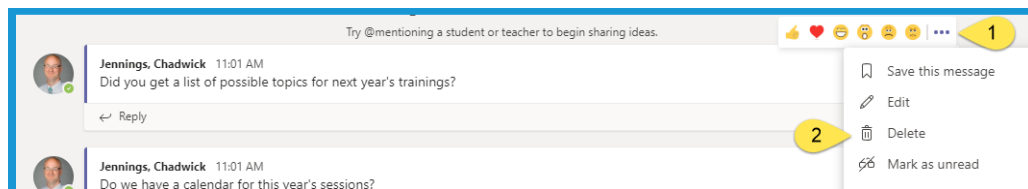


2. Click the **Checkmark button** in the lower right of the conversation field to confirm the changes.

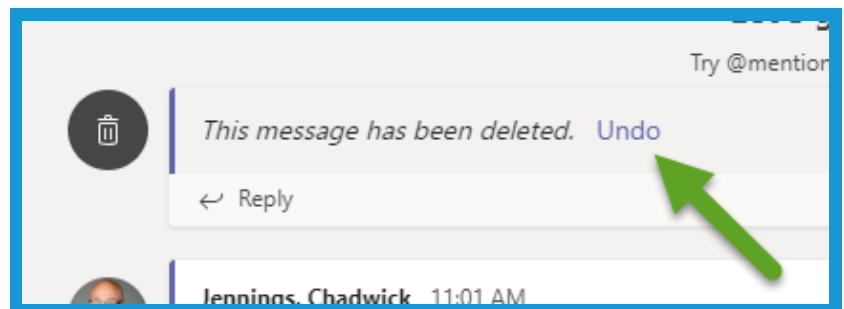


## Section 1D: Chatting (Deleting and Undoing)

1. Place your mouse over the **conversation thread**. Click the **three dots** to the **right** of the **emojis** that appear, and select **Delete**.

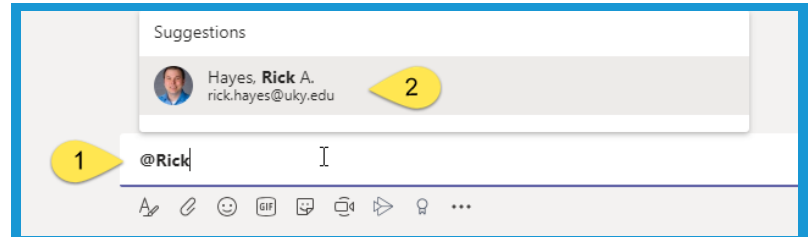


2. Click **Undo** where the **deleted** conversation thread **use to be** to bring the information **back**.



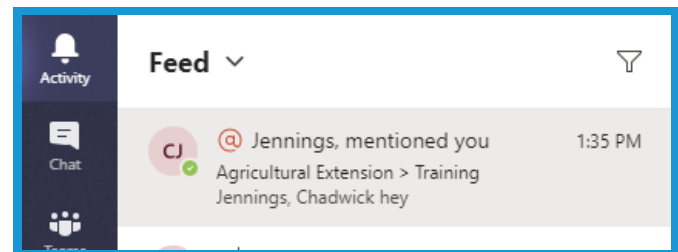
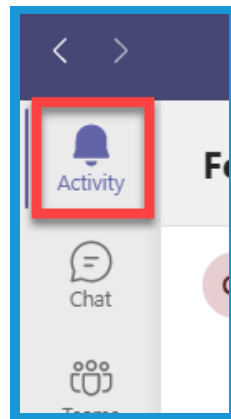
## Section 1E: Chatting (Tagging)

1. Type "@" in a **conversation thread** and start **typing a Name or Team**. The name will **auto-populate** for you to select the result. The **person, Team, or channel** chosen will be alerted to the post.



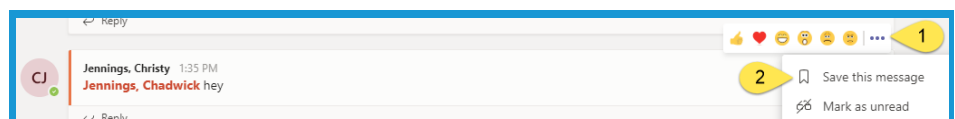
## Section 1F: Chatting (Activity Button)

1. Click on the **Activity Button** when you see the **red number** in the **upper corner**. The **alerts** will appear to **right**. Click on the **alert** to **navigate** to the location.



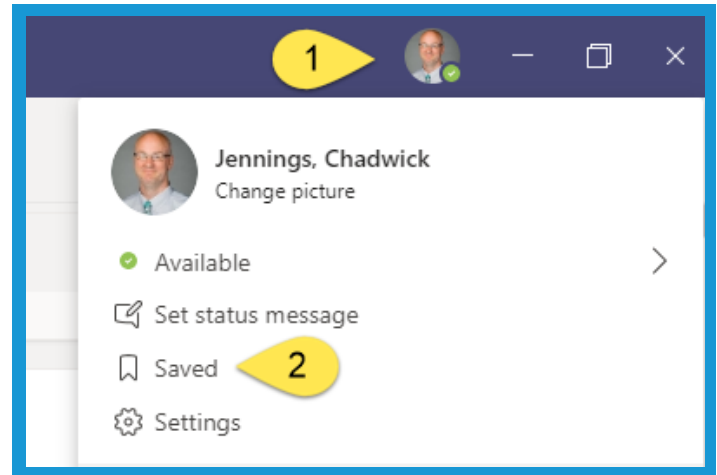
## Section 1G: Chatting (Save a Message)

1. Place your mouse **over the chat field**. Click on the **three dots** that appear to the **right of the emojis**. Select **Save this message**.



## Section 1G: Chatting (Save a Message)

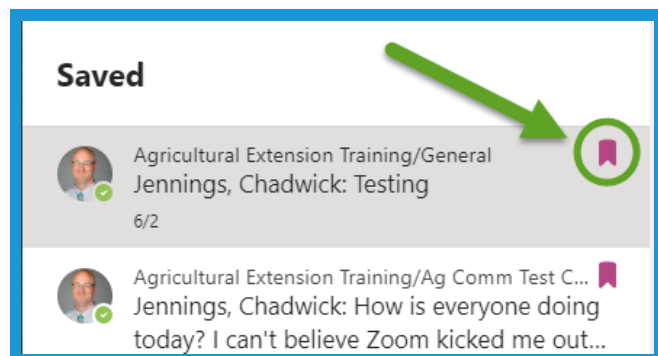
2. Click your **Profile** button in the **upper right corner**. Select **Saved**.



3. Your **saved messages** will appear in the **pane** on the **left of the screen**. Click on the desired message to make it appear to the **right**.



4. In the **Saved message pane**, click the **purple flag** to the right of the message to **unsave the thread**.





## Section 1H: Chatting (Attaching Files)

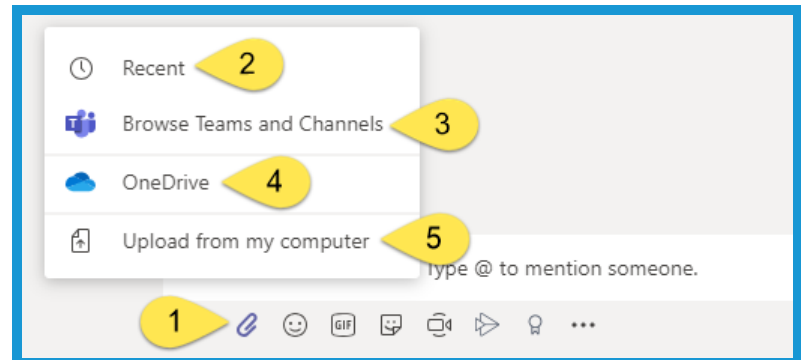
1. Click on the **Paper Clip** icon **below** the **conversation field** to load a file to the conversation.

a. Click **Recent** to load any files that were viewed previously.

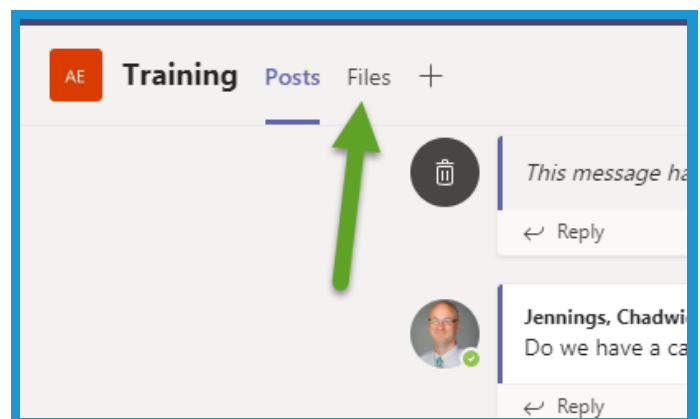
b. Click **Browse Teams and Channels** to load any files are **already** located in your Teams account.

c. Click **OneDrive** to load files from your OneDrive Account.

d. Click **Upload from my computer** to load files from your computer.

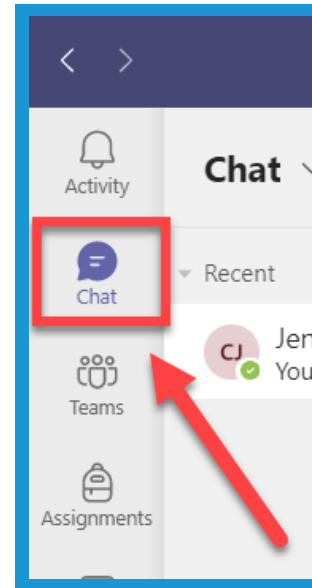


2. **Any files** that are **loaded** into the **chat area** can **also** be found in the **Files tab** located at the **top** of the screen.

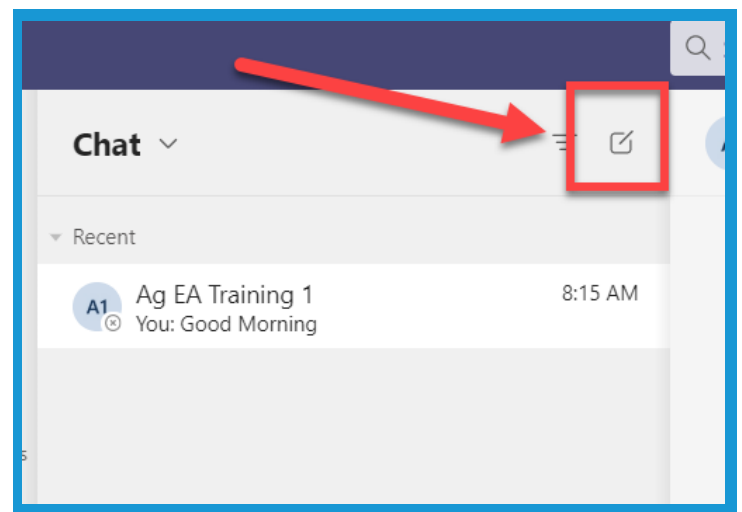


## Section 2A: Private Chat (Getting Started)

1. Click on the **Chat** button in the **navigation pane** on the **upper left side** of the screen.

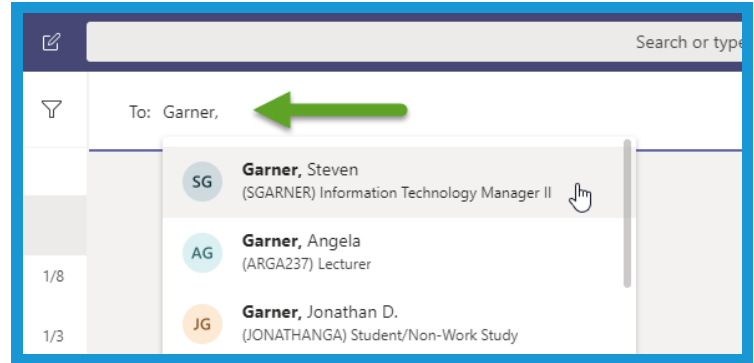


2. Click the **New Chat** button in the upper left to start a new chat.

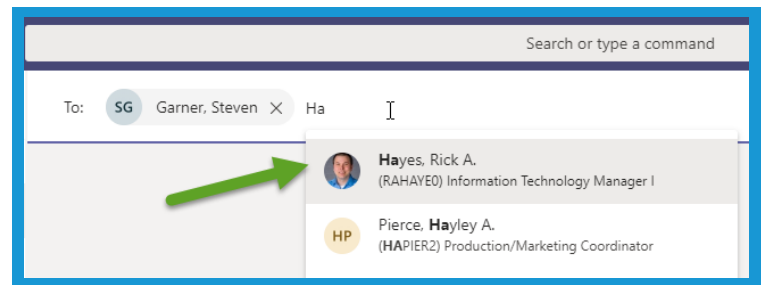


## Section 2A: Private Chat (Getting Started)

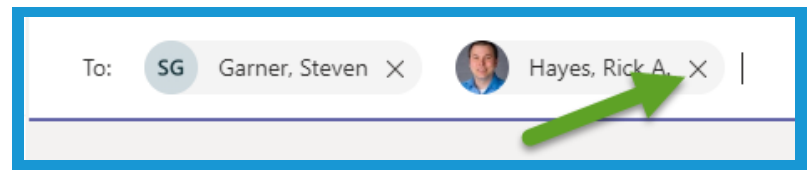
3. **Type** in the person name that you are wanting to chat with. If they are **in the organization**, they will **auto-populate** for you to click on.



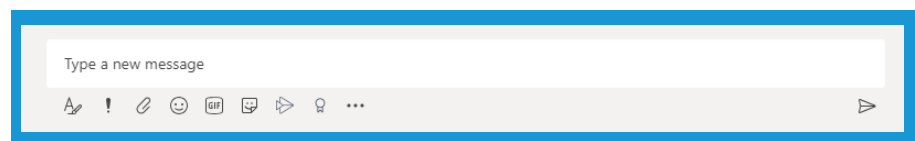
4. **Continue** to add people to the chat, by **typing and clicking** on other names.



5. Click on the "X" next to a person's name if you accidentally added them.

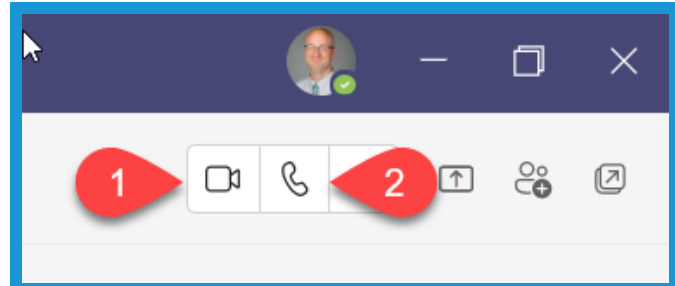


6. Start typing in the **conversation field** to begin chatting. Hit the **Enter Key** to send the message. To see about the **various options** of the **conversation field** see **Section 1B (Pages 2-7)**.

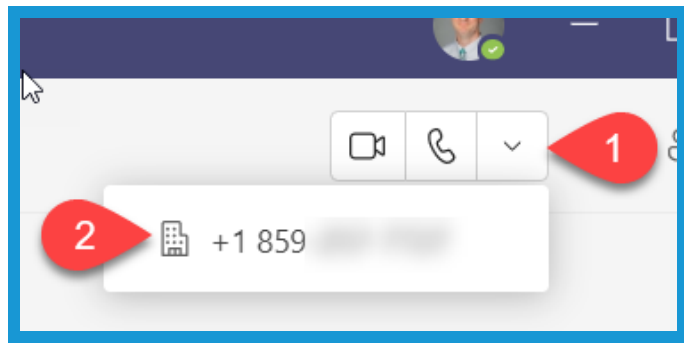


## Section 2B: Private Chat (Video or Audio Call)

1. Click on the **Camera button** on the **upper right corner** to start a **video call**. Click on the **Phone button** to begin an **audio call** using your **computer's microphone**.

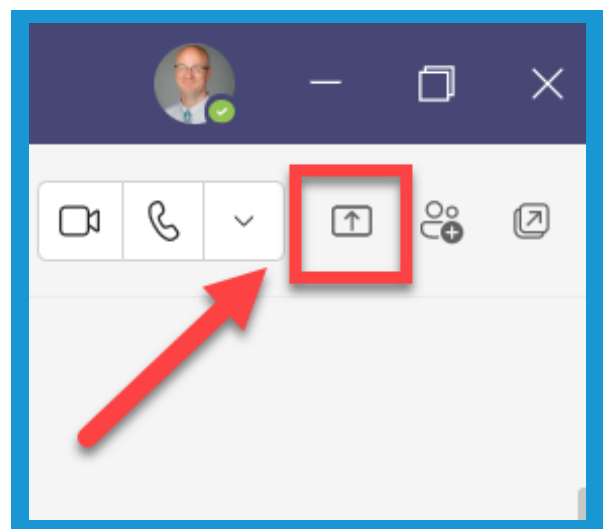


2. Click the **dropdown** to the right of the **Phone button**, and click the **user's office phone number** to call their desk phone.



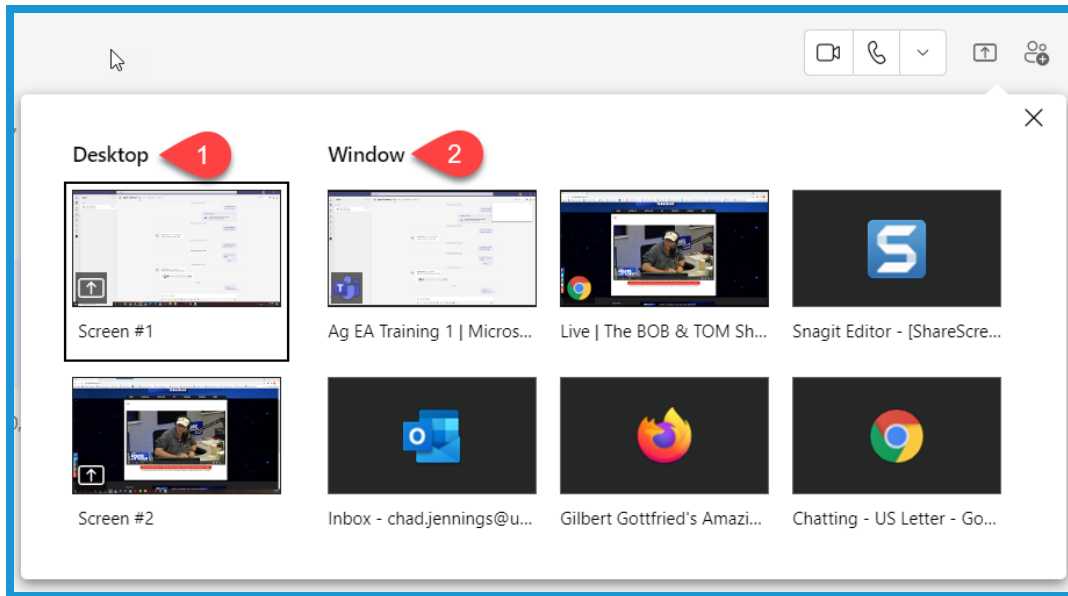
## Section 2C: Private Chat (Sharing your Screen)

1. Click on the **Share Screen** button in the upper right to **start sharing information on your computer**.



## Section 2C: Private Chat (Sharing your Screen)

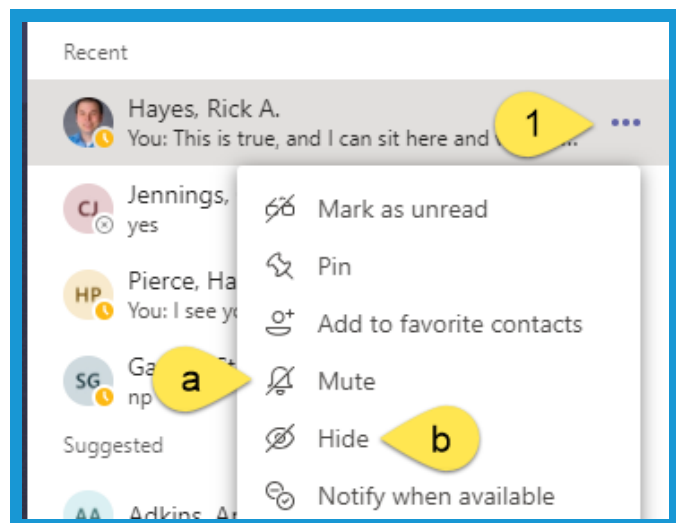
2. In the **new window** determine if you want to **share your desktop** and **which screen (1)**. You can also share a **specific window (2)** if you **don't** want the user to be **distracted** by **other activity** on on your computer.



## Section 2D: Private Chat (Hiding and Deleting)

1. **Place your mouse over a chat** in the **chat pane**. Click on the **three dots**.

- Mute will turn off alerts** from the conversation
- Hide will delete** the conversation from the **Chat pane**. Starting a **new conversation** with the **same person/group** will **return the chat history**.





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